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MINUTES

The Town of Manteo Planning and Zoning Board met in Regular Session on Tuesday, December 8, 2020 at 6:00 p.m. at the Manteo Town Hall, 407 Budleigh Street

The following members were present:

Chairman Sherry Wickstrom
Member Hal Goodman (Remote)
Member Fields Scarborough (Remote)
Member Nicole Northrup
Member Jamie Daniels

The following members were absent:

Also present at the meeting:

Melissa Dickerson, Planner
Michele Bunce, Program Manager
Jamie Whitley, Deputy Town Clerk

Chairman Wickstrom called the meeting to order and conducted a roll call at 6:01 pm.

SUBJECT: Adoption of Agenda as presented or amended

Planner Dickerson requested that 6B. Review and approval of updated plans for Lot 29, Marshes Light be changed to an update. PARC has tabled this item until their January Meeting.

MOTION: A motion was made by Member Goodman and seconded by Member Daniels to adopt the agenda as amended and was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup, and Daniels. Nays: None. Absent: None.

SUBJECT: Approval of Minutes Regular Meeting November 10, 2020

MOTION: A motion was made by Member Northrup and seconded by Member Scarborough to approve the minutes as presented and was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup and Daniels. Nays: None. Absent: None.

PUBLIC COMMENTS:

#9871 – Melissa Bender, 716 N. George Howe Street. She was concerned about the proposed six-unit complex across the street from her property (713 and 715 N. George Howe Street). She wanted more information about what the plans are for this complex. She had the following concerns:

- Traffic: How will six more units impact the traffic on their street? There is already a lot of traffic due to people using their street as a way to avoid the traffic from the Elementary School.

- Dumpsters: Currently, the dumpsters for the commercial businesses are facing the properties on N. George Howe Street. The dumpsters are not enclosed, and she wants to know what the Town of Manteo says about concealing dumpsters. If this project is approved, she is concerned that more dumpsters will be directly in front of her house and she does not want that.
- Property Value: How will more traffic and dumpsters affect the property value of her property and that of her neighbors?

Currently, they are looking at a storage lot with barbed wired fence. If the building is nice residential housing, she and her neighbors might not be opposed to it, but their concerns would need to be addressed first before moving forward.

Phil Spinella – Owner of Ron and Phil's. He owns the property that is adjacent to the proposed development and was concerned about where the stormwater would go and how will they get rid of it if this project were built. There has been some flooding on N. George Howe Street, and he wants to know what is going to be done with that water. He stated that he has a fence on his property, but his property line ends two feet on the other side of his fence.

Chair Wickstrom gave an update on the public comments that were made at the November 10th meeting. Ebony Selby mentioned that paving needed to be done on Fernando Street and that paving is now being done. George Carver had a question about the Town Sewer begin connected from the Head Start to Kellogg's. Planner Dickerson spoke with Mr. Carver this morning and got the parcel numbers for the two properties. She had a preliminary conversation with our Utilities Superintendent about Mr. Carver's question. The sewer line terminates quite a distance from the two properties that he is interested in. She will be contacting Mr. Carver to make sure that he gets all of the information.

NEW BUSINESS

SUBJECT: Review of the Manteo High School Conditional Use Permit Amendment Application

Manteo High School's site plan was approved in 2005. They want to amend the conditional use permit to adopt a new site plan with a new location for a locker room (fieldhouse) and bathrooms. The proposal is to remove the basketball court behind the gymnasium and build a new 60 foot by 80-foot fieldhouse with public bathrooms, where the basketball court is located now.

Adjacent property owners were notified. Planner Dickerson was contacted by five property owners; who did not have any concerns after they realized that the proposed building was located near the middle of the site. Mr. John DeLucia, Albemarle Associate, stated that the current fieldhouse, which is located under the bleachers is in horrible shape. The new fieldhouse is the same size as the one at First Flight High School. The fieldhouse will be for the football team, public restrooms, and storage.

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MOTION: A motion was made by Member Daniels and seconded by Member Goodman to recommend approval to the Board of Commissioners and was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup, and Daniels. Nays: None. Absent: None.

SUBJECT: Review of Zoning District for 0 Sir Walter Raleigh (025502000)

The Town of Manteo owns the property located at 0 Sir Walter Raleigh Street (Dare County Parcel 025502000). This property was located in the unincorporated Dare County until the Town annexed the property in September 2020. The property is now under Town of Manteo Zoning Control. However, it is currently zoned as R-2 Medium Density Residential District under Dare County Zoning.

Planner Dickerson provided a list of possible zoning designation that the Planning and Zoning Board can recommend to the Board of Commissioners for this property.

The following are the zoning districts in the Town's Zoning Ordinance:

- B-1 Village Business
- B-2 General Business
- B-3 Entrance
- B-4 Westside Waterfront
- R-2 General Residential
- R-2M General Residential with Mobile Homes
- R-5 Historic Residential

Planner Dickerson went through a list of permitted uses and conditional uses that currently apply to the property under Dare County Zoning Regulations for R-2 Medium Density Residential District. She recommended that the Planning and Zoning Board's recommendation to the Board of Commissioners be to designate this property as R-2 General Residential. R-2 General Residential is similar to Dare County's R-2 designation and the other properties near this property are zoned R-2. The Town can change the designation later if it so chooses.

MOTION: A motion was made by Member Goodman and seconded by Member Daniels to recommend to the Board of Commissioners to designate the property as R-2 General Residential and was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup, and Daniels. Nays: None. Absent: None.

SUBJECT: Review of Conditional Use Permit application for 713/715 N. George Howe Street

Staff received a conditional use permit application from Sam Moore, who wants to add six units to his existing single-family home to create a multifamily apartment building. He owns both 715 and 713 N. George Howe Street and he will combine the properties, so that he can meet the setbacks for this proposed project.

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Planner Dickerson informed Mr. Moore that the property does not meet the standards of the B-2 General Business ordinances. The proposed site plan provided exceeds the allowable maximum density of six units per acre by having a total of seven units on 0.35 acre. There is a requirement for a sidewalk of at least five feet wide and there will need to be a buffer around the dumpster site as required by the ordinance. There is no sidewalk on the proposed site plan.

Mr. Moore explained that these are mini apartment units that are about 12 feet by 30 feet. There are three apartments with storage units below them for the tenants. Mr. Moore does not want the sidewalk and he would be the only one on the street with a sidewalk. These are single apartments for one or two people, not families. He stated that he is trying to help with affordable housing. He has developed other accessory dwellings that are similar to this size. He would like to keep the project at six units rather than having less units. The price point for these would be around \$700-\$1,100 a month with a 12-month lease. He currently rents the three-bedroom unit above him for \$1,200.

Currently, our affordable housing ordinance does not address stand-alone affordable housing. To make this proposed project meet the ordinance, the density would need to change and that would require a zoning text amendment to allow for more density on the property.

The Town Manager is working on a report on affordable housing for the Board of Commissioners. Planner Dickerson said that she can share it with the Planning and Zoning Board.

Members of the Board were concerned about the precedent that would be set by recommending approval of this project when it does not meet the standard of the ordinance. Members of the Board like this project, however, they want it to fit within the ordinance. The elevation for the property was a concern because that would affect the stormwater. The elevation has to be at 8 feet, and it is currently at 7 feet according to Google Earth.

MOTION: A motion was made by Member Daniels and seconded by Member Northrup to recommend denial to the Board of Commissioners of this Conditional Use Permit Amendment because the proposal does not meet the standards of the B-2 General Business ordinances and was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup, and Daniels. Nays: None. Absent: None.

SUBJECT: Review plan for accessory dwelling unit 407 Ananias Dare

Staff have received a request to convert a small outbuilding into an accessory dwelling unit at 407 Ananias Dare Street. The Planning and Zoning Board permits accessory dwelling units.

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The building is existing and meets the R-5 Historic Residential building setbacks and is compliant with lot coverage requirements of the district. Staff is unaware of any exterior changes. The proposal is to finish the inside to make this shed a living space.

Staff recommend approval of the accessory dwelling unit at 407 Ananias Dare Street.

MOTION: A motion was made by Member Goodman and seconded by Member Daniels to approve the accessory dwelling unit at 407 Ananias Dare Street and was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup, and Daniels. Nays: None. Absent: None.

OLD BUSINESS

SUBJECT: Review and approval of zoning permit for COA

Staff received a zoning permit application to construct a 36,511 square foot building, 147 parking spaces, parking lot buffer and 150 square foot monument sign for the College of the Albemarle (COA).

The big change in the site plan is that the monument sign will be located next to the sidewalk that runs perpendicular to US Hwy 64. More details on the sign will come later. The language for the new parking requirements has not been update to match the new zoning text amendment that was passed recently and that needs to be updated on the site plan sheets. The lights on the light plan have to be updated to a five, which is allowed for security lighting. The Fire Marshal is concerned about the flow for the emergency system in the Arts Building.

Staff recommends approval of this zoning text amendment application with the following conditions:

1. Sheets C2.0, C2.2 and other relevant sheets on the site plans be updated to include parking calculations based on zoning text amendment (ZTA 2020-08Z) that changed the parking formula for colleges, universities, and community colleges.
2. Sheet E701 be updated to remove the 2 measurements that are higher than the maximum allowed of 5-foot candles for safety lighting.
3. Update the new location of the monument sign on the site plan showing distance from Highway 64/264.
4. All technical reviewers provide statements of plan approval prior to issuance of building permit including: Utility Superintendent, Building Inspector, Fire Marshal, and Zoning Administrator.

MOTION: A motion was made by Member Northrup and seconded by Member Daniels to the approve the zoning permit for COA with all of the conditions that were provided on the staff report and was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup, and Daniels. Nays: None. Absent: None.

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Board suggested that the North Carolina Department of Transportation (NCDOT) be contacted to see if Fernando Street to West Uppowoc Street could be converted to two-way traffic so that people can go to that stop light. Suggestion will be passed onto Angie at Boomerang.

SUBJECT: Update of updated plans for Lot 29, Marshes Light

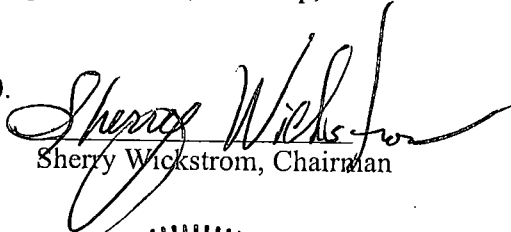
PARC reviewed these plans on Monday and are waiting for an updated site plan, which they will receive at their January 4th meeting. This will come before this Board at their January 12th meeting. The contractor asked if the planning department would allow him to request his temporary power pole because Dominion has had some delays. The Town Building Inspector, Fred Featherstone, is fine with inspecting a temporary power pole and releasing it to Dominion to get power to it. It will be included in the building permit plans. The building permit has not been issued but we are allowing them to place that temporary power pole so that they do not have to use a generator to do construction for several months. PARC is close to approval of these plans.

BOARD COMMENTS

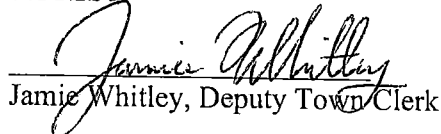
The Board wished each other happy holidays. Chair Wickstrom thanked everyone for their hard work and professionalism this year.

MOTION: A motion was made by Member Goodman and seconded by Member Daniels to adjourn at 7:22 pm was approved by the following vote: Ayes: Chairman Wickstrom and Members Scarborough, Goodman, Northrup, and Daniels. Nays: None. Absent: None

This the 8th day of December 2020.


Sherry Wickstrom, Chairman

ATTEST:


Jamie Whitley, Deputy Town Clerk

